

FEDERAL DETENTION CENTER HONOLULU, HAWAII

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ADMISSION & ORIENTATION INMATE HANDBOOK

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INTRODUCTION

The purpose of this handbook is to provide you with general information regarding local procedures at the Federal Detention Center (FDC), along with your rights and responsibilities as outlined by Bureau of Prisons (BOP) policy. The judicial process has determined that your confinement here is necessary. For this reason, you may be classified as pretrial, holdover, Bureau of Immigration and Customs Enforcement (BICE) detainee, or designated as part of our work cadre. BOP policies dictate our responsibilities regarding your confinement and involvement in activities or programs at this facility. Local procedures have also been implemented and are posted on bulletin boards in each housing unit. Your unit team and the institution law library are resources where questions regarding BOP or local policies can be clarified. The Admission and Orientation (A&O) program will also provide you with information specific to each department. This handbook is not a specific guide but a brief overview that may assist you in your initial adjustment to incarceration. Changes to policy and/or procedures may be required to effectively manage the inmate population; therefore, any future changes to this handbook will be communicated by staff or posted on bulletin boards. Communication and accessibility to staff are ensured through town hall meetings, open house hours, and daily visits to each housing unit by all department heads. Please address your concerns during these times, or use a cop out form that is available to you in your housing unit.

Linda T. McGrew, Warden

MISSION

The primary mission of the FDC is to provide a safe and secure environment for federal inmates classified as pretrial, holdover, or designated (cadre); Bureau of Immigration and Customs Enforcement (BICE) detainees; and Hawaii state prisoners. The FDC consists of several departments whose management staff includes:

Warden

responsible for the overall operation of the institution

Associate Warden Operations

responsible for the operation of Employee Services, Facilities, Financial Management, Food Service, Health Services, Safety and Trust Fund

Associate Warden Programs

responsible for the operation of the Case Management Coordinator, Correctional Services, Discipline Hearing Officer, Education, Inmate Systems, Psychology, Recreation, Religious Services and Unit Management

Attorney

ADMISSION AND ORIENTATION PROGRAM

The A&O program provides each inmate with information on institution and unit rules, regulations, operations, and program opportunities. This program is comprised of two basic components—Institution and Unit. Inmates who are designated (cadre) or classified as BICE detainees are required to participate in both components; whereas, inmates classified as pretrial or holdovers will be involved in only the Unit A&O program component.

This handbook contains general information from each department, and is provided to each inmate upon arrival. It also contains your rights and responsibilities, and the BOP's prohibited acts and disciplinary system. It is your responsibility to know and understand these rules and regulations.

Institution Location & Public Transit

FDC Honolulu is located off the Nimitz Highway at 351 Elliott Street, which is near the Honolulu Interisland Airport. Bus stops are found in front of the institution and on the corner of Nimitz and Elliott Streets. The local taxi company may also provide visitors with transportation to and from the institution. Pay phones and applicable phone numbers are available in the lobby for visitor use.

CORRECTIONAL SERVICES

Accountability: The primary mission of FDC Honolulu is to provide a safe and secure environment for inmates under the care and custody of the BOP while allowing the individual to retain his/her right to humane treatment. The Correctional Services Department is responsible for the day-to-day orderly running of the institution. There are numerous correctional policies and procedures implemented to ensure that the institution is a safe place for inmates and staff. The following rules and procedures are continuously in effect and daily compliance with these rules is mandatory.

Count Procedures: Count procedures are in place to ensure that all inmates are accounted for during the course of a day. There are six (6) official counts. They are:

- 12:00 A.M.
- 3:00 A.M.
- 5:00 A.M.
- 4:00 P.M. (stand-up count-you must be standing)
- 10:00 P.M.
- 10:00 A.M. (only on weekends and holidays stand-up count)

It is **your** responsibility to be ready for count. The officer in your area will announce “Count Time”. At this time you must follow the rules below:

1. STOP what you are doing and go to your assigned cell.
2. SILENCE must be observed during count.
3. REMAIN in your area until the officer has announced that the count is clear.
4. During stand-up counts, **YOU MUST STAND.**

Should you delay or disrupt the count, you will be subject to disciplinary action. Delays in the count will also delay your return to normal activities and meals. The quicker the count is complete, the quicker you can return to your normal activities. During a regular count, except for the first evening count and day-watch weekend count, if you are asleep, staff will not wake you; however, policy requires that staff must see living breathing flesh. Therefore, to avoid disruptions to your sleep, make sure that you expose some portion of your body’s skin surface for identification during count. The first evening count (4:00 P.M.) and day-watch weekend and holiday count (10:00 A.M.) require you to be standing during the official count.

Searches: Searches (shakedowns) are a very important procedure in a correctional environment. As an inmate at FDC Honolulu, you are subject to searches. Staff may conduct a visual search of your person or area. Staff will frequently conduct pat searches (frisk searches) of your person. You will be asked to remove your clothing for a strip search. Ordinarily, a strip search will be conducted in a private area. Common areas and your cell will be searched frequently. During searches, staff will not abuse or damage your property. You are not authorized to remain in the area during a cell search. You will be held responsible for any contraband found in your area or on your person.

Clothing and Bedding: Upon your arrival at FDC Honolulu, you will be given one set of institutional clothing and a standard bed roll, which will contain one pillowcase, two towels, two wash cloths, blankets and sheets. Institutional clothing or bedding shall not be altered in any manner. You will be held responsible for the replacement cost of any altered or damaged clothing or bedding. You can exchange your clothing. Refer to your unit bulletin board for the clothing exchange schedule.

Inmate Dress Code and Grooming: All inmates are expected to maintain appropriate appearance and good personal hygiene. All haircuts will be modest in nature. Showering facilities are provided to ensure personal hygiene/grooming requirements are met. Shower hours are 6:00 A.M. until 9:30 P.M. unless the showers are closed by the unit Correctional Officers for sanitation.

1. Inmates will be in proper inmate uniforms to include undershirt, shirt, pants socks and footwear from 6:00 A.M. until 4:00 P.M., and at all work sites, during all shifts (including overtime shifts). T-shirts may be worn. No decorative type of ironed creases are authorized on inmate's shirts or pants.
2. Inmates departing the unit will be in proper inmate uniform and may not leave the unit in personal clothing.
3. T-shirts must to be tucked into pants at all times. Smock shirts may be worn outside of pants.
4. Inmates may wear a gray sweatshirt or long sleeve undershirt under the issued shirt, in the unit only. Sweatshirts may not be the outer garment in non-recreational/housing unit areas during regular work hours, 6:00 a.m. - 2:00 p.m.
5. When an inmate is traveling directly to/from the recreation areas from their cell, he/she may wear leisure clothing. Leisure clothing is any clothing other than the proper inmate uniform. Male inmates may remove shirts during exercise periods.
6. Inmates may not be barefoot. Shower shoes/slippers with socks may be worn off the inmate's unit. Safety shoes must be worn by inmates on their work sites, this includes inmates working as orderlies. Institution-issued canvas slip-on shoes or sneakers must be worn when participating in a recreation activity, (i.e. basketball, volleyball, handball, aerobics, and when using exercise equipment). Work boots or slippers are not allowed to be worn for any sporting activities.
7. All head gear, with the exception of authorized/approved religious head gear will not be worn inside of buildings. All head gear will be worn in a proper fashion (i.e. hats with bills will be worn facing forward).
8. All clothing, including personal clothing will be in good condition and will not have tears or cuts in them. Clothing that has more than one patch is considered unserviceable and may not be worn in any areas. It will be treated as contraband. Altered clothing, including personal clothing, will be considered unserviceable and will be treated as

contraband.

9. Inmates may wear only the following clothing into the Visiting Room: Institution-issued shirt; V-neck pull-overs; a white government issued t-shirt; one pair government issued underwear; one pair government issued pants (all pants will be intact and no holes in pockets, and are not to be rolled or cuffed); and appropriate government issued footwear including slippers, shower shoes, tennis shoes or work boots, for the Visiting Room. All clothing worn in the Visiting Room will be clean, neat and properly fit. Pants with pleats or sewn creases are considered altered and will be confiscated. Special Housing Unit (SHU) inmates will be dressed in the standard SHU uniform with institution-issued t-shirt, underwear, socks, and shoes.
10. Pants will be worn at the hip level or above. The pants will not be gathered at the waist, bloused, or rolled at the ankle, nor will the hem be folded or ironed into a cuff. Underwear may not show above the waist of the pants. Underwear may not be worn as an outer garment in any area of the institution, except in the shower area, and in the inmate's personal cubicle/bed area.
11. All bedding, blankets, sheets, and pillow cases must remain in the housing units.

Unit/Cell Conduct/Sanitation: You will be assigned a cell upon admission. You are responsible for any damage that occurs to your cell or fixtures. You are expected to maintain a high level of cell sanitation and cleanliness. All issued, purchased, or personal items (clothes, legal materials, toiletries) are to be maintained in assigned lockers. Under no circumstances will clothing items be hung from bed posts, ladders or anywhere else in your cell. The cell bunk bed ladder is to be used as a ladder. The ladder is not to be used for any other purpose. Inmates are to access upper bunk beds without resorting to stepping on the lower bunk, any plumbing, furniture, fixture or any moveable object that is not intended for climbing. The use of a chair to access an upper bunk bed is prohibited and will result in injury and/or disciplinary action. Cell windows are not allowed to be covered. Cells are to be cleaned, beds made, and all personal items properly stored in your locker no later than 7:30 A.M. daily. Failure to adhere to sanitation expectations may lead to disciplinary action. Roommates are expected to share equally in storage areas and sanitation responsibilities. Tobacco products are not authorized for use anywhere in FDC Honolulu

No inmate is authorized in any cell other than the one to which he or she is assigned. Loitering on housing unit tiers (upper or lower) is prohibited. Noise is to be kept to a minimum on the unit. Be respectful of others. Headphones are to be used with radios, and are not to be modified into speakers. Plastic chairs are not authorized outside of the cells. If plastic chairs are found in the common areas they are subject to confiscation.

Special Housing Unit Procedures: Tobacco products are not authorized for use anywhere in FDC Honolulu. The following rules and regulations will be adhered to at all times. Any violation of these rules will result in an incident report. Note: No pictures or writing will be placed on the walls or door. You may not hang towels, blankets, or linen on the end of your bed or on the windows. Nothing is authorized to be placed on the bunk bed ladder. The bunk bed ladder is to be used strictly as a ladder and nothing else. Yelling or banging on the cell door is

strictly prohibited. These actions will result in the issuance of an incident report.

Special Housing Unit Procedures

1. The lieutenant or your unit team will explain the reason for your placement in the SHU. You will receive a copy of your Detention Order.
2. You must make your bed and clean your cell by 7:30 A.M. everyday. Cells will be kept clean at all times.
3. Recreation will occur for one hour, five days a week. You will be asked only once each day. Your bed must be made and your room will be ready for inspection before you are allowed to go to recreation. Recreation will ordinarily occur during the day watch.
4. Health Services staff will make daily morning pill line rounds and will check each and every room occupied by an inmate. If you need any routine medical or dental care, fill out a medical care request form and have it available for pick up by the unit officer or medical staff. This form is available from the SHU officer. Your medical condition will be triaged and you will be seen by appointment based on your medical need.
5. All requests to staff members will be made by completing a cop-out. This will be picked up by the SHU officers. Each cop-out must address only one issue.
6. Inmates housed in SHU who are not on phone restriction will be given one (1) phone call every 30 days. The call is 15 minutes in length. Calls are requested by cop-out.
7. Requests for legal calls and visiting lists are requested through your unit team. Legal calls will not be given by the SHU officers.
8. You are permitted to access the law library daily by submitting a cop-out to the SHU officer. Minimum time limit of one (1) hour will be determined by the number of cop-outs received.
9. You may not ask the SHU orderlies to pass or bring you anything. Should this occur you will receive an incident report. Requests for any items must be approved by a staff member.
10. Commissary request forms are distributed to all inmates not on commissary restriction on Thursday evenings and returned to the SHU officer for the SHU Lieutenant's review and approval on the same day. Ordinarily, you will receive your purchase on Friday. Listed below is a weekly schedule provided for your information:
 - Monday: Recreation/Clothing Exchange
 - Tuesday: Recreation/Linen Exchange
 - Wednesday: Recreation/Clothing Exchange
 - Thursday: Recreation/Cell Sanitation
 - Friday: Recreation/Clothing Exchange

- Saturday: Book Cart/Haircuts
- Sunday: Cell sanitation and supplies

11. You may request to exchange books from the book cart and cell sanitation supplies, as needed.
12. Visiting will take place in SHU in the non-contact room. It will be limited to adult visitors only. No children will be allowed. You can only visit during the visiting time already established for your general population housing unit.
13. The following is a list of personal property ordinarily allowed in

a) Administrative Detention:

- 1 bottle of shampoo
- 1 bottle of conditioner
- 1 deodorant
- 1 bar of soap
- 1 tube of toothpaste
- 1 walkman radio with earphones (no metal)
- 1 soft cover religious book
- 1 soap dish
- legal materials (not to exceed 1 cubic foot)
- mail (25 letters)
- magazine and newspaper (limit 1 each, current within the last 90 days)
- shower shoes
- authorized religious headgear
- eyeglasses or reading glasses (prescription only)
- stationary/stamps/envelopes
- 1 ink pen (flexible pen only)
- 2 soft cover books
- snack foods (commissary only, limit 3 items)
- photos (limit 5)
- wedding band (no stones)
- batteries (1 extra pack)
- (Females only) Sanitary napkins (1 box)

b) Disciplinary Segregation:

- one soft-covered religious book
- legal material (not to exceed 1 cubic foot)
- mail (25 letters)
- religious head gear
- eyeglasses or reading glasses
- stationary/stamps/envelopes
- one soft-covered book
- ink pen (flexible pen only)
- institution-issued hygiene items (not commissary purchased)

NOTE: No metal, glass, or hard plastics are permitted in SHU. No food items from meals will be stored for later consumption.

Emergency Duress Buttons (All Cells): Each cell has a red Emergency Duress Button. This button is to be used for emergencies only. This button is not to be used for non-emergency requests, such as asking for supplies, mail, etc. Utilizing this button for any non-emergency will subject you to disciplinary action for **Code 208 - ‘Improperly Using a Security Device.’**

Call-Outs: The inmate call-out system is the official means of scheduling appointments. The daily call-out sheet will be posted on the unit bulletin board on the day preceding an appointment. The call-out sheet will identify where you are to be and at what time you are to be there. It is **YOUR** responsibility to check the call-out sheet and inform the unit officer 15-20 minutes prior to your appointment. Failure to appear at an appointment may result in disciplinary action, i.e., **Code 310, Unexcused Absence from Work or Any Assignment.**

Telephones: Each housing unit has telephones for inmate use. All calls are subject to monitoring and recording. There are rules pertaining to the proper use of the Inmate Telephone System (ITS). It is your responsibility to become familiar with these rules before using the phone. Each call will be limited to fifteen minutes in duration with a maximum of 300 minutes a month. There will be a one-hour time limit between completed calls. Inmates who exhaust their 300 minutes limitation may purchase additional ITS credits for good cause shown. Inmates should request such authorization through the unit team to the Warden. This exception is intended to be used sparingly and only for bona fide emergencies. This exception does not apply to legal telephone calls made on the Public Defender line or other unmonitored line. If you have any questions regarding the phone system, please address them to the appropriate staff member.

No third party, three-way calling, credit card, call forwarding, or conference calling is permitted. All telephone numbers must be on your approved list. An approved telephone list is required to make both collect and direct calls. A total of 30 numbers will be permitted on each inmate's telephone list. Inmates are provided with a unique 9-digit phone access code (PAC) number for access to their phone account and instruction on using the telephones.

Inmates will be charged \$5.00 for a replacement PAC if their number is lost or compromised. If someone you called un-intentionally blocks the call, we must have a written request with a copy of their phone bill sent to the Trust Fund Supervisor requesting that the block be reversed. The ITS is a privilege and is intended to facilitate family and community contact. Misuse of the telephone system will result in disciplinary action. The term “misuse” refers to such situations as using the telephone to intimidate a potential witness, or perpetuate a fraud, including the use of another inmate's PAC number, or providing of a PAC number to another inmate. Instructions on how to use the telephone system and rates are posted on the unit bulletin boards. Inmates are not permitted to talk in code while on the telephone.

Requests for unmonitored legal telephone calls are to be made in writing to the unit team. The

inmate may hand deliver an “Inmate Request to Staff Member” form explaining how communication with the attorney by correspondence, visitation, or normal telephone use is not adequate. If the request is approved, the inmate will be responsible for the cost of the telephone call.

Social Visiting: Cadre inmates are permitted to visit with members of their immediate family, other relatives, and friends. The inmate must have known the proposed visitor(s) prior to incarceration. The Warden’s approval must be obtained for any exception to this rule.

Visiting for inmates classified as pretrial, holdover, or BICE detainee is ordinarily limited to immediate family members only. Immediate family is defined as mother, father, step-parents, foster parents, brothers, sisters, spouse (including recognized common-law spouses and common-law type relationships), children, and step-children. Children under the age of 16 must be accompanied by an approved adult visitor. Approved adult visitors must provide a valid government-issued photo identification card prior to entry into the institution.

Inmates with approved visitors, to include children must be on the approved visiting list. Ordinarily, a total of ten adult visitors may be listed on an inmate’s visiting list. Immediate family members using a different last name are required to submit proof of relationship. Upon arrival at FDC Honolulu, you should submit a list of your prospective visitors to your counselor for approval and they will need to fill out a “Visitor Request” form. The inmate must send the form to the proposed visitor and they must return the completed form to the appropriate unit staff member. Inmates are responsible for notifying their visitor regarding the status of their visiting application. Visiting hours will vary for each housing unit. Please refer to the unit bulletin boards for scheduled times, or refer to the institution supplement regarding Visiting Regulations.

All visits will be conducted in the designated visiting area. Visitors are allowed to bring ten dollars in bills and coins for use in the vending machines. Visitors may not bring outside food or beverages into the area. Visitors are expected to wear appropriate attire. Fish-net stockings, miniskirts, or skirts shorter than the top of the knee, spandex, or see-through or revealing materials are considered inappropriate attire. Skirts and shorts are permissible provided they are not shorter than the top of the knee. If a skirt or dress has a slit in the side, the slit must also not exceed the knee restriction. Tank tops, tube tops, sleeveless tops, dresses or blouses, or shirts revealing the bellybutton are considered inappropriate. Visitors must wear footwear. Traditional island footwear (i.e. flip-flops) is permissible. Hats or scarves are not permitted, with the exception of religious headgear. Sunglasses, long hair picks or fresh/fake flowers are not permitted. Visitors dressed inappropriately will not be permitted to visit. Infant care items are permitted but must be inspected. Visitors with infants may take two diapers, one pacifier, one sealed bottle with contents, and one blanket into the visiting room. Smoking is not allowed. Inmates are not allowed to bring any personal items into the visiting room. Inmates may not receive items other than food purchased from vending machines in the Visiting Room. For information regarding legal material, please refer to the section on Legal Visits. A plain wedding band may be worn into the Visiting Room by the inmate. Due to limited space in the visiting room, only four (4) visitors per inmate are allowed at a time. Visits are limited to one (1) hour. Under certain circumstances, such as family emergencies, special visits may be authorized by the unit manager, but cannot exceed one every 90 days. Physical contact between inmates and visitors is limited to an embrace and kiss at the beginning and end of each visit. No other contact is permitted. Visitors with children are responsible for providing proper supervision and

maintaining control of their children. Inappropriate behavior of your children may result in the termination of the visit. Visitor processing will stop 90 minutes before visiting hours end.

Legal Visits: Legal visits will take place in the Visiting Room. Legal visiting hours are from 6:30 A.M. to 9:00 P.M., Monday through Friday, and 6:30 A.M. to 8:00 P.M. Saturday and Sunday. You must take your ID card. Legal visitors must make special arrangements in advance to visit at any other time. A legal visitor is defined as the attorney of record, vouchered paralegal, investigator, or recorder. You are allowed to take legal documents related to your current case to the Visiting Room; however, they are subject to inspection by staff. Your attorney may leave legal documents with you by depositing the legal mail into the Legal Mail Box located in the front lobby upon completion of the visit. You will receive the documents through normal legal mail processing. Legal documents from an official process server may be received in the Visiting Room. These documents are also subject to search by staff.

INMATE DISCIPLINE

Program Statement 5270.07, Inmate Discipline and Special Housing Unit, outlines the disciplinary process and includes a list of prohibited acts and is available for reading in the Law Library. If you are charged with violating a prohibited act, you may be subject to disciplinary action. Staff may attempt to resolve the situation informally or they may write an incident report. If an incident report is written, it will be initially investigated by a lieutenant on duty. The lieutenant may attempt to informally resolve the incident report. The result of the investigation will be forwarded to the Unit Disciplinary Committee (UDC). The UDC may choose to informally resolve the incident report, impose a sanction, or refer it to the Discipline Hearing Officer (DHO). Sanctions imposed can include, but are not limited to the taking of privileges, removal from preferred quarters, job change, extra duty, disciplinary transfer, disciplinary segregation, disallow and/or forfeiture of good time, etc. Behavior that constitutes new criminal conduct is subject to prosecution by the FBI.

NOTE: Pretrial, holdover, BICE Detainees, and State of Hawaii holdover inmates are subject to the same disciplinary process as sentenced inmates.

UNIT MANAGEMENT

There are four general housing units. A housing unit is a self-contained inmate living area that includes both housing sections and office space for unit staff. A unit team is directly responsible for those inmates living in that unit. Designated inmates will be housed in the Cadre Unit. All other inmates will be housed according to their legal status. Inmates may be housed in the SHU when deemed necessary by staff.

The unit team ordinarily consists of a unit manager, case manager, counselor, and secretary. Unit team information is posted in each housing unit's bulletin board. The psychologist, education advisor, and unit officer are also considered to be members of the unit team, in accordance with the functional unit management concept. You will be assigned to a specific unit team. Generally, the resolution of issues or matters of interest, while at the institution are most appropriately directed to them. Unit team members are available to assist in many areas, including telephone and visiting lists, job and quarters assignments, legal phone calls, parole matters, release planning, personal and family problems, counseling, and assistance in setting and

attaining goals while in prison. Ordinarily, at least one member of the unit staff will be at the institution on weekdays from 6:00 A.M. to 2:00 P.M., weekday evening hours from 1:00 P.M. to 9:00 P.M., and during the day on weekends and holidays from 6:00 A.M. to 2:00 P.M. Please refer to the unit staff schedule that is posted on the unit bulletin board. Communication pertinent to the institution and unit's activities are posted on the bulletin boards in the housing unit. Other information may also be disseminated to the inmate population via town hall meetings conducted by unit team.

GENERAL FUNCTIONS OF UNIT STAFF

Unit Manager: The unit manager is the administrative head of the general unit and oversees all unit programs and activities. He/she is a Department Head at the institution and has a close working relationship with other departments and personnel. The unit manager is the chairperson of the team, reviews all team decisions, and ordinarily chairs the Unit Discipline Committee (UDC).

Case Manager: The case manager is responsible for all casework services and prepares classification material, progress reports, release plans, correspondence, and other materials relating to your commitment. He/she reports to the unit manager on a daily basis and to the Case Management Coordinator (CMC), with reference to specialized training or policy issues. The case manager serves as a liaison between you, the administration, and the community. The case manager is a frequent member of the UDC.

Counselor: The counselor provides counseling and guidance for the inmates of the unit in areas of institutional adjustment, personal difficulties or concerns, and plans for the future. He/she plays a leading role in all segments of unit programs and is a voting member of the unit team. The counselor will visit inmate work assignments regularly and is the individual to approach for daily problems, e.g., visiting, telephone calls, etc. The counselor is also a member of the UDC.

Secretary: The unit secretary performs clerical and administrative duties for unit staff.

Unit Officer: The unit officers, in conjunction with unit staff, have direct responsibility for the day-to-day supervision of inmates and the enforcement of rules and regulations. They have safety, security, and sanitation responsibilities to the unit. Unit officers are in regular contact with inmates in units and provide input relative to an inmate's conduct while in quarters and the inmate's compliance with sanitation standards.

Parole Hearing (Parole Violators): The U.S. Parole Commission will schedule hearings at FDC Honolulu or recommend transfer to an appropriate federal facility. The case manager prepares progress reports and compiles other information for presentation to the Parole Commission.

Designations: Holdover inmates may be awaiting designation. Movement to a designated facility is coordinated by the U.S. Marshals Service. _____

Non-United States Inmates (Treaty Transfers/Access to Consulate): If you are not a United States Citizen, you may be eligible for a transfer to your home country to serve the remainder of your sentence in a prison there. This is only possible for inmates whose country has engaged in a

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formal prisoner exchange treaty with the United States. The unit team is the source of information about these transfers and will provide you information regarding whether or not your home country is party to such an agreement with the United States, and advise you how to apply for transfer. Access to your Foreign Government Representatives (Consulate) can be made through visiting, telephone, or correspondence. Information on your local consular representatives can be found in the phone directory that is available in the institution law library. For additional assistance or information, please refer to consular listings in this handbook or consult your unit team. Consular visits will be made in accordance with Program Statement 5267.08, Visiting Regulations.

Community Programs: Only cadre inmates designated to this facility will be considered for participation in community-based programs. Inmates who are nearing release and who need assistance in obtaining a job, residence, or other community resources may be transferred to a Residential Re-entry Center (RRC). If eligible, cadre inmates will be considered for furloughs to attain specific correctional goals or in emergency situations. Eligibility for participation in these programs is determined by the unit team during scheduled Program Reviews. The unit team makes recommendations for participation in community programs based on the inmate's progress and need for services. Public safety issues are considered when making recommendations for community-based programs. Any recommendation for participation in community-based programs must be approved by the Warden, and in some cases the Regional Director.

EDUCATION DEPARTMENT

Education: The Education Department offers various academic courses. General Education Development (GED) and English as a Second Language (ESL) are two programs that are mandatory for designated inmates. Opportunities are also available for non-designated (pretrial, holdover, and BICE) inmates. There is a leisure library in each unit. We recommend that each inmate approach his/her counselor.

Recreation Activities: Each housing unit has both indoor and outdoor recreational areas. Hours and events for recreational activities/classes are posted in the housing units. Indoor recreational items are available on each unit for use by the general population.

Law Library Services: The Education Department makes every effort to provide you with reasonable access to legal materials. The Law Library is maintained and coordinated by the Education Department. Each housing unit has two designated days and specific hours for use of the Law Library. For extra law library time, inmates will be required to complete and submit an application (Extra Law Library Time Questionnaire) and sign the "Inmate Acknowledgment form," at least one week before the requested extra time. Removal of books or law library material is prohibited. Hours of operation of the Law Library are posted in each housing unit. To be placed on a call-out for access to the law library, inmates are to place an "Inmate Request to Staff Member" form in the Education mailbox located in the unit by 10:30 A.M. on the day previous to the housing unit's designated day to visit the law library. In order to take full advantage of the time spent at the Law Library, the "Inmate Request to Staff Member" form must indicate what legal materials are needed. Inmates will only be allowed to bring into the law library their personal legal documents; any other documents will be confiscated.

Inmates interested in making photocopies can purchase a debit copier card for the price of \$6.50 which will render 50 copies. The debit photocopying machine is located in the Education Department. Inmates housed in SHU should request photocopies through the unit team at the same cost. Photocopies for an indigent inmate will be processed according to Program Statement 1315.07, Legal Activities.

IBM typewriters are available for inmate use in the Law Library and housing units for the sole purpose of preparing documents for the court or to prepare legal materials. All typewriter ribbons and correction ribbons can be purchased in the commissary. Arrangements will be made for verified indigent inmates.

The State of Hawaii, Department of Public Safety will provide all copies of state statutes and legal references for State of Hawaii, Department of Public Safety inmate use. Law material/books are available from Oahu Community Correction Center (OCCC). Department of Public Safety staff will provide legal copies requested by State of Hawaii inmates. Requests will be forwarded to OCCC by FDC Honolulu, Education Department staff for the processing of legal materials.

FINANCIAL MANAGEMENT

Commissary: The commissary offers a variety of food and hygiene products. The purpose of commissary is to provide inmates with merchandise not already provided by the BOP. Commissary use is a privilege, not a right.

Your commissary account ID card is required to shop at the commissary. If your card is lost or damaged due to your negligence, you must request a replacement card via a cop-out form to R&D. Shopping is permitted once per week. Commissary lists are available in the units and must be completed in a legible and complete manner or the list will be returned to you. If any item ordered is temporarily out of stock, and you wish to substitute, you must annotate a substitute like item from the designated column on the form. Your available balance and spending limit are indicated on the bottom of your sales receipt. Your order will be filled up to the point of available funds. All sales are final. Commissary shopping hours and days will be posted on the bulletin boards in the units. Ensure that you have your commissary card ready and available upon receiving your items. There will be no exceptions. Orders will be distributed in an orderly manner. You must be in the common area of the unit near the kitchen to receive your commissary items or you will forfeit your commissary for the week. After all orders have been distributed, commissary staff will be available to answer questions. Validation day will be based on the fifth digit of your register number:

5 th digit of Reg. No.	0	1	2	3	4	5	6	7	8	9
Re-validation Day	1 st	4 th	7 th	10 th	13 th	16 th	19 th	22 nd	25 th	28 th

All radios will be etched with your number at the end of the distribution period. NOTE: The commissary staff will require you to sign the "Inmate Personal Property Request" (BP-383) form when you receive the item. You may only purchase and have in your possession one radio and one watch.

Trust Fund Accounts: Deposits to your trust fund account include funds received from Western Union or the National LockBox location and performance pay funds. Funds may not be received through the Visiting Room.

Western Union Quick Collect Program: As of March 22, 2004, inmates' families and friends have been able to send inmate funds through Western Union's Quick Collect Program by completing the Western Union Quick Collect form (blue form). All funds sent via Western Union's Quick Collect will be posted to the inmate's account within two to four hours when those funds are sent between 7:00 A.M. and 9:00 P.M. EST, seven days a week, including holidays. Funds received after 9:00 P.M. EST will be posted by 9:00 A.M. EST the following morning. The sender is responsible for sending the funds to the correct inmate. If an incorrect register number and/or name are used, and the funds are accepted and posted to that inmate, the funds may not be returned. Persons using this service are subject to fees charged by Western Union. Questions regarding fees or collection procedures should be directed to Western Union by the sender.

For each Western Union Quick Collect transaction, the following information **must** be provided:

- 1) Inmate Register Number
- 2) Inmate Committed NAME
- 3) City code: **FBOP***
- 4) State code: **DC***

***NOTE: The city code will ALWAYS be FBOP and the state code will ALWAYS be DC. State codes reflecting HI will not be processed.**

National LockBox: On May 1, 2004, the BOP centralized the processing of all incoming inmate funds. The inmate's name and register number must be printed on all money orders (e.g., U.S. Treasury, state, and local government checks) and any foreign negotiable instruments payable in U.S. currency, and the envelope. No personal items are to be mailed with the negotiable instrument. The sender's address must also appear on the upper left hand corner of the envelope to ensure that the funds can be returned to them in the event they cannot post the funds to the inmate's account.

All funds being sent to inmates at FDC Honolulu must be sent to the National LockBox location at the following address:

**Federal Bureau of Prisons
Inmate Name
Inmate Register Number
Post Office Box 474701
Des Moines, Iowa 50947-0001**

The institution mail room at FDC Honolulu will not accept funds received from outside the institution. Any funds received will be returned to the sender with specific instructions on how to send the funds to the National LockBox.

Inmates may withdraw funds by using the BP-199 form, "Request for Withdrawal of Inmates Personal Funds." This form is used to send funds home, for subscriptions, savings accounts, special purchase orders, etc. The BP-199 may not be used for financial responsibility payments.

Laundry: Laundry services are provided daily Monday through Friday. Hours of operation are posted on the unit bulletin boards. Please have your dirty laundry ready for pickup by 6:00 A.M. on your approved laundry day. Do not leave laundry bags on the floor. Items should be placed into the laundry carts located in each unit. Ensure your laundry bags are secured properly with the rubber strap strapped through the third hole on the strap around the laundry bag just below the metal holes. Do not go through the metal holes with the strap. Separate white laundry from the khaki or green clothing. Use one laundry bag to turn in your whites and another bag for the khaki or green clothing. Do not mix the clothing or your bags will not be washed. Any item needing repair or replacement (i.e. wrong size, torn clothing) should be turned into the laundry in a separate laundry bag along with a copout on your laundry day explaining what change is necessary. Changes will be made on a one-for-one basis. Blankets and sheets may be exchanged on a one-for-one basis. Do not put blankets and sheets in the same laundry bag as clothing for washing as they will not dry properly. Pillow cases are to be placed in the laundry bag containing white clothing. Cleaned laundry will be returned the same day at approximately 1:30 P.M.

FOOD SERVICE

Meal Hours: All meals must be eaten in the unit dining area. The only items allowed to be taken to your cells are items medically prescribed to be consumed after meal hours. Weekend and holiday coffee hour is from 7:00 A.M. to 7:45 A.M. If food other than commissary purchased items are discovered in an inmate's cell, that inmate is subject to disciplinary action.

Breakfast	5:40 A.M. - 6:00 A.M. (for inmates on courtline)
Breakfast	6:20 A.M. - completion
Lunch	10:45 A.M. - completion
Dinner	4:30 P.M. - completion

Special Diet Procedures: The Food Service Department uses a 35-day cycle menu. There are 14 days of different meals. Each weekly menu offers a variety of foods from different ethnic backgrounds. Each menu will offer a No-Flesh Alternative as an option in lieu of a meat entree. You must submit a cop-out form to Food Service to participate in the No-Flesh Alternative program.

A Certified Food Sincerity Program, previously called Common Fare, is also offered. To be placed on the Certified Food Sincerity Program you must submit a copout form to Religious Services.

HEALTH SERVICES

The healthcare mission of the Bureau of Prisons is to provide appropriate and necessary medical, dental, and mental health services to inmates by professional staff. The Health Services Unit at FDC Honolulu will provide medical and dental care to all inmates in order to maintain health and prevent the spread of disease. The Health Services Department incorporates a Pharmacy, Dental, laboratory, X-ray room, examination and treatment rooms, and medical records.

The Health Services Department is located on the second floor of the institution. This facility does not provide inpatient medical care. Inmates who require medical care at a local community hospital are subject to security precautions, commensurate with their security and custody requirements. In case of emergency medical situations, both life-threatening and non-life threatening, the inmate will be stabilized with basic life-support treatment and transported to a local community hospital as soon as possible.

SICK CALL MEDICAL/DENTAL TRIAGE: Sick Call (Triage) A Registered Nurse (RN) will conduct triage on each unit, every day (except Wednesdays), starting at 6:00A.M. and ending at 9:00A.M..

Inmates will complete a **Sick Call Request form** and present their ID when reporting to sick call. The Triage Registered Nurse (RN) will use the Sick Call Request form to triage the inmate's complaint and assign a date, time, and provider to follow-up on the request. Emergent / Urgent cases will be dealt with by Health Services Department staff on a case-by-case basis.

Inmates who are supposed to report to work, but feel they are too sick to do so, may remain in their quarters until the time of the unit's designated sick call. The request will be made to the unit officer who in turn will get approval from the Operations Lieutenant. When the Triage RN conducts sick call, these inmates are expected to report with a completed Sick Call Request form and ID. At the time of triage, if it is found that the inmate is feigning illness, that inmate will be returned to work; given an incident report; or reported to the Operations Lieutenant; or a combination of these options. If it is found that through the triage process, the inmate is not ill enough to be medically idle and may be assessed at a later time, the inmate will be returned to work with an appointment slip identifying a future appointment date and time.

On the day of the inmate's scheduled sick call appointment, it is the inmate's responsibility to inform the unit officer or work supervisor of his/her appointment date and time. It is the inmate's responsibility to be ready (dressed appropriately, ID, and waiting in an appropriate area such as the common area of the housing unit) for the appointment. If the inmate misses his/her scheduled appointment without good cause, that appointment will be rescheduled to a later date to reflect a low priority appointment and an incident report will not be issued.

If an inmate has a medical complaint on a day or times their assigned unit does not have a sick call, the inmate should inform the unit officer who will then contact the Triage RN. The Triage RN will assess the inmate's complaint in an appropriate time frame. If it is determined that the complaint is not urgent/emergent, the inmate will be referred to routine sick call procedures and be required to attend the next sick call session. If it is determined that the inmate has an urgent/emergent complaint, he/she will be seen by a Mid Level Practitioner (MLP) for assessment and treatment on the same day. Inmates will be informed via their unit's Health

Services bulletin board on each unit of the assigned times for sick call. Other than for an emergent illness, inmates will use the assigned sick call times to request medical services. Requests for any other medical services to include optometry, annual physical, gynecological exam, routine dental care and request for refills should be made to the Health Services Department via a cop-out form.

When a completed Sick Call Request form is submitted for a dental complaint, the Triage RN will assess the inmate for a medical problem. If none is noted, the completed triage form will be forwarded to the Dental Clinic for scheduling of an appointment.

A healthcare provider will make sick call rounds in SHU, on a daily basis.

EMERGENCY CARE: Emergencies or injuries will take priority and will be treated immediately. For those cases beyond the scope of the Health Services Department, emergency care will be provided by community hospitals.

ON THE JOB INJURIES: All work related injuries must be reported to your work detail supervisor immediately. The work supervisor will notify medical immediately, and you will be provided medical care based on their medical assessment.

EVENING, WEEKEND AND HOLIDAY SCHEDULE: Medical coverage on evenings, weekends, and holidays is for the treatment of acute medical problems only. Medical staff are on duty 16-hours a day, 7-days a week.

DENTAL EXAMS: A request for routine dental care (i.e. cleaning) requires a cop-out form to Dental Clinic. Dental problems will be assessed during Sick Call Triage on your unit. Dental emergencies after 2:00 p.m. will be reported to your unit officer who should contact the duty MLP.

PHYSICALS: All inmates received at FDC Honolulu will be given a medical screening when they are processed into the institution through R&D. Complete physicals for new commitments will be administered within the first 2 weeks. Annual and biennial complete physical examinations will be offered. Inmates over 50 years old will receive an Electrocardiogram, Tonometry, rectal examination for Hemacult test, and a Sigmoidoscopy, if clinically indicated. Any designated inmate pending release from the Bureau of Prisons will be offered a physical exam within 1 year prior to their expected release date. Such examination should be conducted with 2 months prior to release.

CONSULTANTS: Consultant referrals for specialty care services are made through the MLP during sick call, who then sends the request to the Clinical Director. If clinically indicated, your request will be forwarded to the Utilization Review Committee for final approval for scheduling.

SPECIALTY CLINICS: If an inmate has a medical condition that requires clinical monitoring, they will be placed in the Chronic Care Clinic by a physician for follow-up care. Scheduling will occur at least every six months or sooner, if clinically indicated. Some of the clinics may include: Diabetes, Hypertension, HIV, Infectious Disease, Orthopedic, Cardiac, Pulmonary, Asthma, General Medicine, and Psychiatric.

EYEGLASSES: If you need an eye examination or eye glasses send a cop-out form to the Health Services Department and you will be scheduled. The institution will purchase glasses for you, or you may purchase them directly from home, by requesting a packaging permit from your counselor. You will need a copy of an eye exam from Health Services (which is less than one year old). Health Services does not provide packaging permits.

MEDICATION - PILL LINE: Controlled medications are dispensed at a prescribed location (the pill line) during specified time periods as listed below. Inmates in Administrative Detention or Disciplinary Segregation are provided medication in their cells by a medical staff member.

Inmates will be ready at the appointed times, dressed and with proper identification. An announcement for pill line and diabetic line will be made on the housing unit. Inmates who have pill line medications and/or need blood glucose testing/insulin will line up in front of their assigned housing unit front door. The unit officer will identify each inmate as they report to the medication cart, one individual at a time, outside of the unit's front door. The medical staff dispensing the medication and conducting diabetic testing will properly identify the inmate using two identifiers (i.e., ID card and having the inmate state his/her name and registration number) before treatment. The unit officer will observe the exchange, maintain security of the unit's door, and control the medication line.

Pill Line (controlled/restricted medications) will be dispensed at the following times:

3B	0615-0630	Pill Line/Diabetic Line
3A	0630-0645	Pill Line/Diabetic Line
4B	0645-0700	Pill Line/Diabetic Line
5A	0700-0715	Pill Line/Diabetic Line
5B	0715-0730	Pill Line/Diabetic Line
6A	0730-0745	Pill Line/Diabetic Line
6B	0745-0800	Pill Line/Diabetic Line
SHU	0800-0815	Pill Line/Diabetic Line

Each inmate is responsible for reporting to pill line when they expect a medication refill. Generally, an inmate should expect a medication refill within the next business day after they turn in an empty bottle or request. If the refill is unavailable, the inmate will be directed to pick up the medication on the next business day's pill line.

MEDICAL DUTY STATUS:

Idle: Assignment lasts for **1-3 days**. You must stay in bed except for meals, religious services, medication lines, or call-outs. Recreational activities are unauthorized.

Convalescence: Assignment lasts for **0-30 days**. This is **ONLY** provided by a staff physician. A MLP or nurse **cannot** authorize a convalescence. While on convalescence, you may participate in all activities **except work and sports**.

Medically Unassigned: Assignment is for inmates with medical/physical problems so severe they cannot perform any job, and/or are pending transfer to a Medical Center for treatment. **This may only be assigned by a physician.**

LIMITED DUTY: A physical condition which limits you from certain types of work or activities (i.e. no heavy lifting or weight restriction on lifting for back problems, no prolonged standing, no use of an arm or leg due to injury).

INFECTIOUS DISEASES: Within two days of your arrival, you will be tested for Tuberculosis (TB), a lung disease by receiving a skin test. If your test is negative, you will have a skin test every year while in the federal prison system. If your skin test is positive, you will receive a chest x-ray to make sure that you do not have an active disease. Refusal to submit to a TB test or x-ray will generate an incident report and potential isolation as determined by the Clinical Director.

CO-PAYMENT PROGRAM FOR HEALTH CARE: Pursuant to the Federal Prisoner Health Care Co-payment Act (FHCCA) of 2000 (P.L. 106-294, 18 U.S.C. § 4048), the BOP and FDC Honolulu Health Services provide notice of the Inmate Co-payment Program for health care.

A. Application: The Inmate Co-payment Program applies to anyone in an institution under the BOP's jurisdiction and anyone who has been charged with or convicted of an offense against the United States, except inmates in inpatient status at a Medical Referral Center (MRC). All inmates in outpatient status at the MRCs and inmates assigned to the General Population at these facilities are subject to co-payment fees.

B. Health Care Visits with a Fee:

1. You must pay a fee of \$2.00 for health care services, charged to your Inmate Commissary Account, per health care visit, if you receive health care services in connection with a health care visit that you requested, except for services described in section C, below.

These requested appointments include Sick Call and after-hours requests to see a health care provider. If you ask a non-medical staff member to contact medical staff to request a medical evaluation on your behalf for a health service not listed in section C., below, you will be charged a \$2.00 copay fee for that visit.

2. You must pay a fee of \$2.00 for health care services, charged to your Inmate Commissary Account, per health care visit, if you are found responsible through the Disciplinary Hearing Process to have injured an inmate who, as a result of the injury, requires a health care visit.

C. Health Care Visits with no Fee: We will not charge a fee for:

1. Health care services based on health care staff referrals;
2. Health care staff-approved follow-up treatment for a chronic condition;
3. Preventive health care services;
4. Emergency services;
5. Prenatal care;
6. Diagnosis or treatment of chronic infectious diseases;
7. Mental health care; or
8. Substance abuse treatment.

If a health care provider orders or approves any of the following, we will also not charge a fee for:

- Blood pressure monitoring;
- Glucose monitoring;
- Insulin injections;
- Chronic care clinics;
- TB testing;
- Vaccinations;
- Wound Care; or
- Patient education.

Your health care provider will determine if the type of appointment scheduled is subject to a co-pay fee.

D. Indigent Inmate: An inmate who has not had a trust fund account balance of \$6.00 for the past 30 days.

If you are considered indigent, you will not have the copay fee deducted from your Inmate Commissary Account.

If you are NOT indigent, but you do not have sufficient funds to make the co-pay fee on the date of the appointment, a debt will be established by TRUFACS and the amount will be deducted as funds are deposited into your Inmate Commissary Account.

COMPLAINTS: You may seek review of issues related to health service fees through the BOP's Administrative Remedy Program (Program Statement 1330.13).

HEALTH CARE RIGHTS AND RESPONSIBILITIES	
RIGHTS	RESPONSIBILITIES
1. You have the right to access health care services based on the local procedures at your institution. Health services include medical, dental and all support services. If inmate co-pay system exists in your institution, health services cannot be denied due to lack (verified) of personal funds to pay for your care.	1. You have the responsibility to comply with the health care policies of your institution, and follow recommended treatment plans established for you, by health care providers. You have the responsibility to pay an identified fee for any health care encounter initiated by yourself, excluding emergency care. You will also pay the fee for the care of any other inmate on whom you intentionally inflict bodily harm or injury.
2. You have the right to know the name and professional status of your health care providers and to be treated with respect, consideration and dignity.	2. You have the responsibility to treat these providers as professionals and follow their instructions to maintain and improve your overall health.
3. You have the right to address any concern regarding your health care to any member of the institution staff including the physician, the Health Services Administrator, members of your Unit Team, the Associate Warden and the Warden.	3. You have the responsibility to address your concerns in the accepted format, such as the Inmate Request to Staff Member form, main line, or the accepted Inmate Grievance Procedures.
4. You have the right to provide the Bureau of Prisons with Advance Directives or a Living Will that would provide the Bureau of Prisons with instructions if you are admitted as an inpatient to a hospital.	4. You have the responsibility to provide the Bureau of Prisons with accurate information to complete this agreement.
5. You have the right to be provided with information regarding your diagnosis, treatment and prognosis. This includes the right to be informed of health care outcomes that differ significantly from the anticipated outcome.	5. You have the responsibility to keep this information confidential.
6. You have the right to obtain copies of certain releaseable portions of your health record.	6. You have the responsibility of being familiar with the current policy and abide by such to obtain these records
7. You have the right to be examined in privacy.	7. You have the responsibility to comply with security procedures should security be required during your examination.
8. You have the right to participate in health promotion and disease prevention programs, including those providing education regarding infectious diseases.	8. You have the responsibility to maintain your health and not to endanger yourself, or others, by participating in activity that could result in the spreading or catching an infectious disease.
9. You have the right to report complaints of pain to your health care provider, have your pain assessed and managed in a timely and medically acceptable manner, be provided information about pain and pain management, as well as information on the limitations and side effects of pain treatments.	9. You have the responsibility to communicate with your health care provider honestly regarding your pain and your concerns about your pain. You also have the responsibility to adhere to the prescribed treatment plan and medical restrictions. It is your responsibility to keep your provider informed of both positive and negative changes in your condition to assure timely follow up.
10. You have the right to receive prescribed medications and treatments in a timely manner, consistent with the recommendations of the prescribing health care provider	10. You have the responsibility to be honest with your health care provider (s), to comply with prescribed treatments and follow prescription orders. You also have the responsibility not to provide any other person your medication or other prescribed items.
11. You have the right to be provided healthy and nutritious food. You have the right to instruction regarding a healthy diet.	11. You have the responsibility to eat healthy food and not abuse or waste food or drink.
12. You have the right to request a routine physical examination as defined by the BOP policy. (If you are under the age of 50, once every two years; over the age of 50, once a year and within one year of your release.)	12. You have the responsibility to notify medical staff that you wish to have an examination.
13. You have the right to dental care as defined in BOP policy to include preventative services, emergency care, and routine care.	13. You have the responsibility to maintain your oral hygiene and health.
14. You have the right to a safe, clean, and healthy environment, including smoke-free living areas.	14. You have the responsibility to maintain the cleanliness of personal and common areas and safety in consideration of others. You have the responsibility to follow smoking regulations.
15. You have the right to refuse medical treatment in accordance with BOP policy. Refusal of certain diagnostic tests for infectious diseases can result in administrative action against you. You have the right to be counseled regarding the possible ill-effects of refusing medical treatment.	15. You have the responsibility to notify health services regarding any ill-effects that occur as a result of your refusal.. You also accept the responsibility to sign the treatment refusal form.

INMATE SYSTEMS

Mail Room: Mail room open house is conducted daily in each housing unit, to include SHU during which an Inmate System Management (ISM) representative will be available to address inmate concerns pertaining to inmate mail. Postal charts are in the housing units for inmates to reference to ensure proper postage for certified and international mail. A weight scale has been provided to the unit team to assist inmates in determining the correct amount of postage needed for items to be mailed out.

Return address envelopes are provided for inmate use. You must place your committed name, register number, and the return address on all out-going mail. Your return address should reflect: **P.O. Box 30080, Honolulu, Hawaii 96820**. Correspondence lists are not necessary and inmates may write an unlimited but reasonable amount of letters. Mail pick-up and delivery is Monday through Friday. Postage stamps which may be purchased through the Commissary are required. Stamps may not be received through the mail from any outside source. All inmates are responsible for their letters and are subject to prosecution for any violation of Federal Postal Laws. Inmates are also subject to institutional discipline for violation of mail regulations. Inmates who abuse the unrestricted correspondence privilege may be placed on restricted correspondence status.

Inmates may be approved to correspond with other inmates (e.g., immediate family members, co-defendants with on-going litigation, etc.). If you wish to write an inmate at State or private institutions, you must furnish your unit team with the inmate's name, register number and address. The Chief Executive Officers of both institutions must first approve your request in writing before you are allowed to write to the other inmate. If both inmates are housed in BOP institutions, the unit managers from each institution must approve the request.

Incoming mail should reflect the committed name, register number, and unit to ensure proper delivery. The mail room at FDC Honolulu will not accept funds received from outside the institution. Any funds received will be returned to the sender with specific directions on how to send the funds to the National LockBox. For more information regarding the National LockBox, see the Trust Fund section of this handbook.

Outgoing Mail: Your housing unit has two outgoing mail depositories. One is for general correspondence, the other is for special or legal mail. Whether you are forwarding general or legal mail, you must do the following before you place the envelope in the depository:

- Put your complete return address on the outside upper left hand corner of the outgoing mail, to include your full committed name (no alias' or nicknames), register number, quarters assignment and institution address including zip code.
- Place first class postage on the outgoing mail on the upper right hand corner. The stamp **cannot** be placed in any other area of the outgoing mail. If you have no money to purchase postage stamps, see your unit team for assistance.
- Place the delivery address legibly in the center of the outgoing mail to include the addressee's name, complete address to include: street address and/or post office box number, city name, state name, country name (if required) and zip code.
- Remember, **outgoing mail must meet all U.S. Postal Service address requirements**. If your envelope or parcel does not meet U.S. Postal requirements and **cannot** be scanned by the U.S. Postal Service scanning equipment, the U.S. Postal Service will return the outgoing mail to mail room personnel who will then return it to you.
- Place the envelope in the depository **UNSEALED**. All mail, except legal mail, is subject

to inspection and may be read.

Incoming Mail: All mail is received from a local U.S. Post Office. Mail room officers go to the post office Monday through Friday to drop off outgoing inmate mail and to pick up all incoming mail to the institution. The mail is then sorted by housing unit, opened and thoroughly searched for contraband. This mail is subject to be read. Legal mail is not opened in the mail room. All mail received from the post office is delivered that same day.

Legal Mail: The BOP policy on inmate correspondence identifies certain types of inmate mail as “Special Mail” or “Legal Mail”.

- Special mail must have a return address indicating it comes from the court or attorney’s office. If the attorney is associated with a group practice, the specific attorney’s name must appear on the envelope. The envelope must state it is legal mail.
- Special mail must display a statement that it is to be opened only in the presence of the inmate or words to that effect.
- Mail from the U. S. President, members of Congress, or from the judge’s chambers will be afforded special mail handling without other special mail markings.

Special or legal mail is distributed to inmates via the unit team. Unit team staff open and inspect legal mail in your presence. It will not be read. You will be asked to sign a log book to verify you accepted the legal mail.

Incoming Publications: An inmate may receive books (hard cover and soft cover) or soft cover publications (e.g., paperback books, newspaper, magazines, and other similar items) only from the publisher, clearing house or book store.

Due to storage availability, fire, safety, and sanitation concerns, the following limitations will apply to the receipt and retention of publications:

Magazines Total of 3

Books Total of 5 (including FDC library books, paperbacks, soft or hardcover books). Only three books may be received through the mail at any given time.

A package received without an appropriately completed BP-331, Authorization to Receive Package or Property form, or without markings indicating authorized materials enclosed, is considered unauthorized and shall be returned to the sender. A form may be obtained from your counselor.

If upon inspection, a package marked with the special mail markings or marked as material otherwise approved under BOP policy contains property or other than approved material, the entire contents shall be resealed and returned at government expense. An appropriately completed BP-328, Stamps, Negotiable Instrument and Other Return to Sender form shall be executed and distributed.

Inmate Personal Property: Personal property allowed at the institution is property authorized for retention through R&D and transferred from one BOP institution to another. Personal property is the responsibility of the inmate and is to be maintained in good order at all times. All personal property must be stored in the inmate locker. The total amount of property allowed for retention can not exceed the total dollar amount authorized for the inmate to spend per month. If inmates have questions regarding inmate personal property they should refer to the Program Statement and Institutional Supplement Personal Property, Inmate. Inmates may not possess contraband at any time. Contraband is defined as items not authorized upon admission to the institution, issued by authorized staff, purchased in the Commissary, or purchased or received through approved channels. Excess amounts of authorized items also can be considered as contraband.

PSYCHOLOGY SERVICES

Psychology Services include intake screening, evaluations, group or individual treatment, and crisis intervention. Psychologists do not prescribe medication. If you have a history of mental health treatment, you are responsible for reporting it on the Psychology Services Inmate Questionnaire. If you have a crisis, talk with any staff member (e.g., unit officer, unit team member, work detail supervisor, etc.). The staff will make a referral to Psychology Services at that time. Routine requests for Psychology Services can be made via an “Inmate Request to Staff Member”. One of the most common requests for assistance is sleeping problems. However, it is normal to have sleeping problems when you first enter the institution and Psychology Services can offer behavioral advice but little more.

Sexual Abuse Prevention:

No one has the right to pressure you to engage in sexual acts. If you feel any such pressure, contact staff immediately to report the issue.

During intake screening, you will receive a second document entitled, The Sexual Assault Prevention Program. This document presents the BOP’s sexual assault prevention program and reporting procedures.

Drug Abuse Education:

FDC Honolulu does not offer the Residential Drug Abuse Program (RDAP). Any designated federal inmate who wishes to be considered for the RDAP at another institution must submit a cop-out form to the Drug Abuse Program Coordinator (DAPC). Drug abuse treatment at FDC Honolulu consists primarily of drug education groups for cadre inmates and transitional services for cadre inmates who have completed the RDAP. The drug education course is an extensive, classroom-style, comprehensive study of the physiological and psychological aspects of drug use. Any cadre inmate can volunteer to participate in drug education. Some cadre inmates may be required to participate in the Drug Education Program.

Additional substance abuse programs may be available to pretrial inmates who request these services. Programs for non-sentenced inmates are dependent upon staff availability. Inmates are not allowed to instruct or organize groups.

RELIGIOUS SERVICES DEPARTMENT

FDC Honolulu extends to you the freedom to pursue individual religious beliefs and practices that are harmonious with the requirements of maintaining the security, safety, and orderly running of the institution. This includes distributing the limited resources as widely as possible among the various faith groups for services and religious activities.

No one will disparage your religious beliefs, nor attempt to persuade you to change your religious affiliation. You may designate any or no religious preference. If you should decide to change your preference, your request should be made to the Chaplain.

Pastoral Services: Chaplains provide pastoral services and are available for counseling and religious consultation. We also provide emergency notification to you when there is a death or serious injury/illness to a family member. You may request that a pastor or minister be placed on your visiting list as your “Minister of Record”. You should forward this request for approval to the Chaplain. If you have any pastoral concerns that you wish to communicate to the Chaplain, you can see the Chaplain personally when he/she comes to your housing unit or you may send your request using a cop-out form.

Religious Programming: The housing unit Chapel is open during scheduled hours throughout the day for your use in reading, prayer, study and meditation. We also provide assorted religious materials that you may use in the Chapel Library. Worship services, meetings, study and movies are available during the week in the Chapel. Chaplains, contract clergy and volunteers lead weekly services and programs. A schedule of religious programs is posted in the Chapel. All religious programs are open to the entire population.

Inmates on work details or other assigned programs may request a “call-out” to attend a scheduled weekly religious service/program. A religious diet program is available for inmates whose religious needs deem it necessary. You may have authorized personal religious property (medallion, head-wear, clothing, etc.) as approved by the Chaplain. Requests for any of these religious items should be made to the Chaplain. **Contact the Chaplain for any religious issues or concerns that you may have.**

SAFETY/SANITATION DEPARTMENT

You have a right to live in a clean environment, and are responsible for its maintenance. Every effort is made to provide a safe, sanitary environment at this facility. We must constantly strive to achieve a clean and sanitary environment. Only the highest standards of sanitation are acceptable.

Cell Sanitation: Each inmate is held personally and strictly responsible for the sanitation and appearance of their own personal living area. Beds are to be made and cells cleaned by 7:30 A.M. Trash must be directly deposited in appropriate receptacles and must never be left on floors, tables, walls, showers, or in bathrooms.

Fire/Emergency Procedures: Inmates must familiarize themselves with the fire evacuation diagrams posted in each area of their units. Regularly scheduled and unscheduled fire drills are held at the FDC. You must respond quickly and calmly whenever a fire alarm is activated and follow the instructions of staff.

Tobacco Free Environment: All areas of the facility are considered tobacco-free. In an effort to promote a safe and humane working environment for everyone, the FDC became a “Tobacco-Free” environment on October 1, 2005. On that date, all tobacco products became unauthorized and, therefore, contraband. The possession of contraband is cause for the issuance of an incident report and disciplinary action.

WORK ASSIGNMENTS

Institutional Assignments: You may be assigned housekeeping duties by your unit officer. The correctional counselor is responsible for officially assigning an inmate to a paid work assignment. Prior to being assigned a work detail, an inmate must be medically cleared. Designated inmates are to accept work assignments and housekeeping tasks, unless he or she is physically unable to do so. A restriction slip from the Health Services Department is required for medical restrictions. Ordinarily, your unit team will assign you to a work detail. You are required to work at that position for 90-days prior to requesting a job assignment change. Any such request should be directed to your unit team through your detail supervisor.

Performance Pay: Inmates performing satisfactorily on an institution work assignment are eligible for performance pay or hourly compensation. Compensation is made at the rates noted below. Ordinarily, performance pay is deposited to commissary accounts by the 10th day of each month for work performed the previous month.

Maintenance Pay \$ 5.25/per month
Grade 4.....12 cents per hour
Grade 3.....17 cents per hour
Grade 2.....29 cents per hour
Grade 1.....40 cents per hour

Work assignment grades are assigned based upon the skill required, quantity and quality of work, and positions funded. Restrictions in pay are imposed on inmates who do not meet financial obligations ordered by the courts, who fail to participate in mandatory drug education, and who do not meet the literacy requirements.

INMATE GRIEVANCE PROCEDURES

An inmate shall first present an issue of concern informally to staff (BP 8.5), and staff shall attempt to informally resolve the issue before an inmate submits a “Request for Administrative Remedy” (BP-9). The deadline for completion of informal resolution and submission of a formal written Administrative Remedy Request, on the appropriate form (BP-9) is 20 days following the date on which the basis for the request occurred. The inmate requests the BP-9 form from unit staff. If the inmate is not satisfied with the BP-9 response, the inmate has 20 days to file and appeal via BP-10 to the Regional Director. If the inmate is not satisfied with the Regional Director’s response, the inmate may file an appeal via BP-11 form to the Central Office within 30 days from the date of the BP-10 response. Administrative remedies forwarded to the Regional or Central Office are mailed via inmate’s expense.

INMATE RIGHTS AND RESPONSIBILITIES

RIGHT: You have the right to expect that as a human being you will be treated respectfully and fairly by all personnel.

RESPONSIBILITY: You have the responsibility to treat others, both employees and inmates in the same manner.

RIGHT: You have the right to be informed of the rules, procedures and schedules concerning the operation of the institution.

RESPONSIBILITY: You have the responsibility to know and abide by them.

RIGHT: You have the right to freedom of religious affiliation, and voluntary religious worship.

RESPONSIBILITY: You have the responsibility to recognize and respect the rights of others

RIGHT: You have the right to health care, which includes nutritious meals, proper bedding and clothing and a laundry schedule for cleanliness of the same; and opportunity to shower regularly, proper ventilation for warmth and fresh air, regular exercise period, toilet articles, and medical and dental treatment.

RESPONSIBILITY: It is your responsibility not to waste food, to follow the laundry and shower schedule, to maintain neat and clean living quarters, to keep your area free of contraband, and to seek medical and dental care as you may need it.

RIGHT: You have the right to visit and correspond with family members, of the news media in keeping with Bureau rules and institution guidelines.

RESPONSIBILITY: It is your responsibility to conduct yourself properly during visits, not to accept or pass contraband, and not to violate laws or Bureau rules or institution guidelines through your correspondence.

RIGHT: You have the right to unrestricted and confidential access to the courts by correspondence (on matters such as the legality of your convictions).

RESPONSIBILITY: It is your responsibility to present honestly and fairly your petitions, questions, and problems to the court.

RIGHT: You have the right to legal counsel from an attorney of your choice by interviews and correspondence.

RESPONSIBILITY: It is your responsibility to use the services of an attorney honestly and fairly.

RIGHT: You have the right to participate in the use of the law library reference materials to assist you in resolving legal problems. You have the right to receive help when it is available through a legal assistance program.

RESPONSIBILITY: It is your responsibility to use these resources in keeping with the procedures and schedules prescribed and to respect the rights of other inmates to the use of the materials and assistance.

RIGHT: You have the right to a wide range of reading materials which may help you. These materials may include magazines and newspapers sent from the community. There are certain restrictions placed on reading materials.

RESPONSIBILITY: It is your responsibility to seek and utilize such materials for your personal benefit, without depriving others of their equal rights to the use of this material.

RIGHT: You have the right to participate in educational programs and employment as far as resources are available, and in keeping with your interest needs and abilities.

RESPONSIBILITY: You have the responsibility to take advantage of activities which may help you live a successful and law-abiding life within the institution and in the community. You will be expected to abide by the regulations governing the use of such activities.

RIGHT: You have the right to use your funds for commissary and other purchases, consistent with institution security and good order, for opening bank and/or savings accounts, and for assisting your family.

RESPONSIBILITY: You have the responsibility to meet your legal and financial obligations, including, but not limited to, court imposed assessments, restitutions, or fines. In addition, you also have the responsibility to make use of your funds in a manner consistent with your release plans, your family needs, and other obligations you may have.

Tables 1 and 2 provide a summary of the disciplinary system, while Table 3 provides a listing of prohibited acts by the level of severity and shows the range of sanctions which may be imposed for violating institutional rules.

SUMMARY OF DISCIPLINARY SYSTEM
TABLE 1

PROCEDURES	DISPOSITION
1. Incident involving possible commission of a prohibited act.	Except for prohibited acts in the Greatest or High Severity categories, the writer of this report may resolve informally or drop the charges.
2. Staff prepares incident report and forwards it to the Lieutenant	
3. Appointment of investigator who conducts investigation and forwards material to Unit Discipline Committee (UDC).	Except for prohibited acts in the Greatest or High severity categories, the lieutenant may resolve informally or drop the charges.
4. Initial hearing before (UDC).	UDC may drop or resolve informally any High, Moderate or Low Moderate charge, impose allowable sanctions, or refer to Discipline Hearing Officer (DHO).
5. Hearing before DHO.	The DHO may impose allowable sanctions or drop the charges.
6. Appeals through Administrative Remedy	The appropriate reviewing official (the Warden/Superintendent, Regional Director, Procedure or General Counsel may approve, modify, reverse, or send back with directions, including ordering a rehearing, but may not increase the sanctions imposed in any valid disciplinary action taken.

**TIME LIMITS IN DISCIPLINARY PROCESS
(TABLE 2)**

1. Staff becomes aware of inmate's involvement in incident.
Ordinarily within 24 hours
2. Staff gives inmate(s) notice by delivering copy of incident report.
Ordinary maximum of 3 days from the time staff becomes aware of the inmate's involvement in the incident. (Excludes the day staff become aware of the inmate's involvement, and weekends and holidays.)
3. Initial hearing (UDC)
No specific time limit. Ordinarily within a reasonable amount of time from the date the incident was referred by the UDC to the DHO.
4. Discipline Hearing Officer (DHO) Hearing
Note: These time limits are subject to exceptions as provided within the rules. Staff may suspend disciplinary proceedings for a period of time not exceed two weeks while informal resolution is attempted. If informal resolution is unsuccessful, staff may reinstate disciplinary proceedings at the same stage at which suspended. The time requirements then begin running again, at the same point at which they were suspended.

PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE

TABLE 3

Sanction Code	Sanction
A	Recommend parole date recision or retardation.
B	Forfeiture of earned statutory good time (up to 100%) and/or terminate or disallow extra good time (an extra good time sanction may not be suspended).
C	Disciplinary transfer (Recommend).
D	Disciplinary segregation (up to 60 days).
E	Make monetary restitution.
F	Withhold statutory good time (Note: Can be in addition to A through E. Cannot be the only sanction executed).
G	Loss of privileges: Commissary, movies, recreation, and visiting, phone and mail restriction (incoming and/or outgoing)
H	Change quarters.
I	Remove from program and/or group activity.
J	Loss of job.
K	Impound inmate's personal property.
L	Confiscate contraband.
M	Restrict to quarters.
M	Extra duty.
O	Reprimand.
P	Warning.

SANCTIONS FOR REPETITION OF PROHIBITED ACTS WITHIN SAME CATEGORY

When the Unit Discipline Committee or DHO finds that an inmate has committed a prohibited act in the Low Moderate, Moderate, or High category, and when there has been a repetition of the same offense(s) within recent *months (offenses for violation of the same code), increased sanctions are authorized to be imposed by the DHO according to TABLE 5 (PS5270.07).

CODE	PROHIBITED ACTS (GREATEST CATEGORY)	SANCTION
100	Killing.	A - G
101	Assaulting any person (includes sexual assault) or armed assault on the institution's secure perimeter (a charge for assaulting any person is to be used only when serious physical injury has been attempted or carried out by an inmate).	A - G
102	Escape from escort, secure institution, or escape with violence (low, medium and high).	A - G
103	Setting a fire (greatest severity).	A - G
104	Possession or introduction of a gun, firearm, weapon, sharpened instrument, knife dangerous chemical, explosive, or any ammunition.	A - G
105	Rioting.	A - G
106	Encouraging others to riot.	A - G
107	Taking hostage(s).	A - G
108	Possession or introduction of a hazardous tool (tools most likely to be used in an escape or escape attempt or to manufacture or serve as weapons capable of doing serious bodily harm to others; or those hazardous to institutional security or personal safety; e.g., hacksaw blade).	A - G
110	Refusing to provide a urine sample or to take part in other drug abuse testing.	A - G
111	Introduction of any narcotic, marijuana drug or related paraphernalia not prescribed for the individual by the medical staff.	A - G
112	Use of any narcotic, marijuana, drugs or related paraphernalia not prescribed for the individual by the medical staff.	A - G
113	Possession of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff.	A - G
197	Use of the telephone to further criminal activity (greatest severity).	A - G
198	Interfering with a staff member in the performance of duties (conduct must be of greatest severity nature). This charge is to be used only when another charge of greatest severity is not applicable.	A - G
199	Conduct which disrupts or interferes with the security or orderly running of the institution (conduct must be of the greatest severity nature). This charge is to be used only when another charge of greatest severity is not applicable.	A - G
	<p>Note: An inmate found in possession of an electronic communications device or related equipment may be charged with a violation of Code 108/Possession, Manufacture, or Introduction of a Hazardous Tool, or Code 199/Most Like Code 108, and will be subject to available sanctions if found to have committed the prohibited act.</p> <p>The UDC shall refer greatest severity prohibited acts to the DHO with recommendations as to an appropriate disposition.</p>	

CODE	PROHIBITED ACTS (HIGH CATEGORY)	SANCTION
200	Escape from unescorted Community Program, activity, open institution, or from outside secure institution without violence.	A - M
201	Fighting with another person.	A - M
203	Threatening another person with bodily harm or any other offense.	A - M
204	Extortion, blackmail, protection: demanding or receiving money or anything of value in return for protection against others to avoid bodily harm, or under threat of informing.	A - M
205	Engaging in sexual acts.	A - M
206	Making sexual proposals or threats to another.	A - M
207	Wearing a disguise or mask.	A - M
208	Destroying or possession of any unauthorized locking device, lock pick, or tampering with and blocking any locking device.	A - M
210	Adulteration of any food or drink.	A - M
211	Possessing any officer's or staff clothing.	A - M
212	Engaging in, or encouraging a group demonstration.	A - M
213	Encouraging others to refuse work or to participate in a work stoppage.	A - M
215	Introduction of alcohol into a BOP facility.	A - M
216	Giving or offering an official or staff member a bribe, or anything of value.	A - M
217	Giving money to, or receiving money from any person for purposes of introducing contraband or for any other illegal or prohibited purposes.	A - M
218	Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$100.00 or destroying, altering or damaging life-safety devices (e.g., fire alarm) regardless of financial value.	A - M
219	Stealing, including data/printouts from automated equipment.	A - M
220	Demonstrating, practicing, or using martial arts, boxing (except for use of a punching bag), wrestling, or other forms of physical encounter, or military exercises or drill.	A - M
221	Being in an unauthorized area with a person of the opposite sex without staff permission.	A - M
222	Making, possessing or using intoxicants.	A - M
223	Refusing to breathe into a Breathalyzer or to take part in other testing for use of alcohol.	A - M
224	Assaulting any person (minor assault).	A - M
297	Use of the telephone for abuses other than criminal activity (e.g., circumventing telephone monitoring procedures, possession and/or use of another inmates PIN number; third party calls; using credit card numbers to place telephone calls conference calling; talking in code). High severity.	A - M
298	Interfering with a staff member in the performance of duties. (Conduct must be of the High severity nature). This charge is to be used only when another charge of high severity is not applicable.	A - M
299	Conduct which disrupts or interferes with the security or orderly running of institution or the Bureau of Prisons. (Conduct must be of the High severity nature). This charge is to be used only when another charge of High severity is not applicable.	A - M

CODE	PROHIBITED ACTS (MODERATE CATEGORY)	SANCTION
300	Indecent exposure.	A - N
302	Misuse of authorized medication	A - N
303	Possession of money or currency, unless specifically authorized or in excess of the amount authorized.	A - N
304	Loaning of property or anything of value for profit or increased return.	A - N
305	Possession of anything not authorized for retention or receipt by the inmate, and not to him/her through regular channels.	A - N
306	Refusing to work or to accept a program assignment.	A - N
307	Refusing to obey an order of any staff member.	A - N
308	Violating a condition of a furlough.	A - N
309	Violating a condition of a community program.	A - N
310	Unexcused absence from work any assignment.	A - N
311	Failing to perform work as instructed by the supervisor.	A - N
312	Insolence towards a staff member.	A - N
313	Lying or providing a false statement to a staff member.	A - N
314	Counterfeiting, forging any documentation, article of identification, money or official paper.	A - N
315	Participating in an unauthorized meeting or gathering.	A - N
316	Being in an unauthorized area.	A - N
317	Failure to follow safety or sanitation regulations.	A - N
318	Using any equipment or machinery which is not specifically authorized.	A - N
319	Using any equipment or machinery contrary to instructions or posted safety standards.	A - N
320	Failing to stand count.	A - N
321	Interfering with the taking of count.	A - N
324	Gambling.	A - N
325	Preparing or conducting a gambling pool	A - N
326	Possession of gambling paraphernalia.	A - N
327	Unauthorized contacts with the public.	A - N
328	Giving money or anything of value to, or accepting money or anything of value from another inmate or any other person without staff authorization.	A - N
329	Destroying, altering, damaging government property, or the property of another person, having a value of \$100.00 or less.	A - N
330	Being unsanitary or untidy; in accordance with posted standards.	A - N

CODE	PROHIBITED ACTS (MODERATE CATEGORY)	SANCTION
331	Possession, or manufacture, or introduction of a non-hazardous tool, or other non-hazardous contraband.	A - N
332	Smoking where prohibited.	A - N
397	Use of telephone for abuses other than criminal activity (e.g., conference calling; possession and/or use of another inmates PIN number; three way calling; providing false information for preparation of a telephone list) Moderate severity.	A - N
398	Interfering with staff in performance of duties (moderate severity).	A - N
399	Conduct which disrupts or interferes with the security or orderly running of a BOP facility (moderate severity).	A - N

CODE	PROHIBITED ACTS (LOW MODERATE CATEGORY)	SANCTION
400	Possession of property belonging to another person.	E - P
401	Possessing unauthorized amounts of otherwise authorized clothing.	E - P
402	Malingering, feigning illness.	E - P
404	Using abusive or obscene language.	E - P
405	Tattooing or self-mutilation.	E - P
407	Conduct with a visitor in violation of BOP regulations.	E - P
408	Conducting a business.	E - P
409	Unauthorized physical contact.	E - P
410	Unauthorized use of mail.	E - P
497	Use of the telephone for abuses other than criminal activity (e.g. exceeding the 15 minute time limit for telephone calls; using the telephone in an unauthorized area; placing of an unauthorized individual on the phone list (low severity).	E - P
498	Interfering with staff in performance of duties (low severity).	E - P
499	Conduct disruptive to security or orderly running of a BOP facility (low severity).	E - P

Aiding another person to commit any of these offenses, attempting to commit any of these offenses, and making plans to commit any of these offenses, in all categories of severity, shall be considered the same as a commission of the offense itself.

When the prohibited act Interfering with a Staff Member in Performance of Duties (Code 198, 298, 398, 498) or Conduct Which Disrupts (Code 199, 299, 399, or 499), the DHO or UDC, in its findings should indicate a specific finding of the severity level of the conduct, and a comparison to an offense (or offenses) in that severity level which the appropriate committee find is most comparable. For example, “We find the act _____ to be of High severity, most comparable to prohibited act 212, Engaging in a Group Demonstration”.

Consulates & Other Foreign Government Representatives in Honolulu

American Samoa Office 1427 Dillingham Blvd., Suite 180.....	847-1998 or 845-3420
Australian Consulate General Consulate Du Canada 1000 Bishop PH.....	524-5050
Consulate General of Japan 1742 Nuuanu Ave.....	543-3111
Consulate General of Russia 4117 Kahala Ave.....	737-5248
Consulate General of the Republic of Korea 2756 Pali Hwy.....	595-6109 or 529-6274
Consulate of Austria 1314 S. King St., Suite 1260.....	923-8585
Consulate of Brazil.....	235-0571
Consulate of Chile 2240 Kuhio Ave., PH 3804.....	535-1506
Consulate of Finland.....	943-2640
Consulate of France P.O. Box 3196, Honolulu, HI 96801.....	547-5852
Consulate of Germany 252 Paoa Pl., Suite 4-1.....	946-3819
Consulate of Hungary.....	377-3637
Consulate of Indonesia 3457 Wilshire Blvd., Los Angeles, CA 90010.....	(213) 383-5126
Consulate of Malaysia 999 Bishop St., Suite 805.....	525-7702
Consulate of New Zealand 900 Richards St., Suite 414.....	547-5117
Consulate of Norway.....	593-1240
Consulate of Peru 324 Magellan Ave.....	536-2680
Consulate of Poland 2825 S. King St., Apt 2701.....	955-4488
Consulate of Sweden 737 Bishop St., Suite 2600.....	528-4777
Consulate of Switzerland 4231 Papu Cir.....	737-5297
Consulate of Netherlands 745 Fort St. Mall, Suite 702.....	531-6897
Consulate of the Republic of Kiribati 95 Nakolo Pl., Suite 265.....	834-6775
Federated State of Micronesia 3049 Ualena St., Suite 910.....	836-4775
Marianas Hawaii Liaison Office 1221 Kapiolani Blvd., Suite 820.....	592-0300
Philippine Consulate General 2433 Pali Hwy.....	595-6316
Royal Thai Consulate General 1287 Kalani Suite 103.....	845-7332
Taipei Economic & Cultural Office in Honolulu 2746 Pali Hwy.....	595-6347
Consulate of Mexico P.O. Box 88152.....	945-2291

STATE OF HAWAII
FREQUENTLY ASKED QUESTIONS

1. When is my release date?

ANSWER: Submit an OCCC/Inter-Unit Request form requesting your release date.

2. My release date is incorrect. Who can I talk to about it?

ANSWER: Submit an OCCC/Inter-Unit Request Form to have your release date reviewed.

3. When I get released, do I get released from the FDC or from OCCC?

ANSWER: You are returned to OCCC to be processed for release.

4. I'm a State inmate from an outer island. How do I get released from here?

ANSWER: You are returned to OCCC to be processed for release or transfer to an outside island.

5. When will my money be transferred here to the FDC?

ANSWER: Within five (5) working days from the time the State inmates are transferred to the FDC, OCCC/Business Office will cut checks from the inmate's spendable accounts and forward a check to the BOP Lockbox.

6. Can I get access to my "restricted" funds too?

ANSWER: Submit an OCCC/Inter-Unit Request form specifying the basis for your request.

7. I need to request for an extension on my property at OCCC. Who can I talk to?

ANSWER: Admitted State inmates are apprised that their personal property must be picked up by authorized representatives within 30 days. Inmates who do not submit a written authorization for property pickup, will have their property disposed of after 30 days. Individuals who have been authorized to pick up inmates personal property must do so either on Tuesdays or Thursdays between 10:00 a.m. and 4:00 p.m., excluding recognized State holidays. You must request for a property extension before the 30 days expiration with reason(s) for the extension by submitting an OCCC/Inter-Unit Request form. Individuals who are authorized to pick up property must present a current valid picture ID to the Property Officer at the time of pick up.

8. If I don't have anyone who can pick up my property, can they hold onto it for me until I get released from OCCC?

ANSWER: Submit an OCCC/Inter-Unit Request with your request for extension.

9. OCCC took custody of my legal paperwork. How can I get it back?

ANSWER: State inmates were previously apprised, prior to transfer, to bag their legal documents separate from their other belongings and label the bag to ensure legal documents are accepted during transfer. Submit an OCCC/Inter-Unit Request form to verify where your legal property is located.